



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: INFORMAL INVITATION FOR BID ("IFB")  
ANNUAL CONTRACT FOR PRESORT MAIL & STANDARD FLAT MAIL SERVICES

Solicitation Number: 6100004468

Description: The City of San Antonio (City) is soliciting bids for a vendor to provide Presort and Standard (A) Flat Mail Services. Various City departments will utilize these services to pick-up and sort their outgoing mail.

Applicable Product Categories: 91558

Date Issued: June 4, 2014

Bid Due Date & Time: June 19, 2014 10:00 A.M. Central Time

Pre-Submittal Conference: N/A

Staff Contact Person: Rebecca Garza, Procurement Specialist II,  
[rebecca.garza@sanantonio.gov](mailto:rebecca.garza@sanantonio.gov)

**To view this solicitation**, go to <https://supplierservice.sanantonio.gov/iri/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response.

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov)

**Note:** After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.